AAC ROLES & RESPONSIBILITIES CHECKLIST

Student Name: _____ Date:_____

Teacher:_____ SEAs:_____

SLP:_____

AAC Specialist:_____ Parents:_____

Roles and Responsibilities	Teacher	SEA	SLP	AAC	Family	Student	Other
Equipment Usage							
Ensure the equipment is within close proximity of the child at all appropriate times							
Facilitate equipment use during activities							
Develop implementation plans for classroom activities							
Equipment Programming							
Identify language that needs to be added to the equipment							
Program/customize equipment							
Regularly inform other team members about new equipment content							
Equipment Support and Documentation							
Evaluate the student's progress related to equipment use							
Record data relative to goals and objectives targeting equipment use							
Write goals to support equipment, complete & submit all progress reports							
Equipment Maintenance: High Tech							
Back up device regulary							
Charge device nightly							
Troubleshoot mechanical problems							
Contact the AT Dept regarding problems with the device as soon as possible							
Communication Partner and Strategy Training							
Train student how to use their equipment given aided language modeling							
Provide family training on equipment and aided language modeling							
Provide staff training on equipment, aided language modeling & data collection							
Other							